

**Executive Resources Division**  
**New Employee Checklist**  
**March 2017**

Task	Resource	Completed
<b>DURING YOUR FIRST WEEK</b>		
Contact your timekeeper to set up your time card and learn how to record your time and attendance in order to be paid on time	<a href="http://intranet.epa.gov/peopleplus/employees/index.htm">http://intranet.epa.gov/peopleplus/employees/index.htm</a>	
Discuss your work schedule with your supervisor	Welcome Package in your orientation folder	
Discuss procedures for unexpected absences and for scheduling leave, overtime, or compensatory time with your supervisor	Your supervisor	
Review your position description with your supervisor and discuss job responsibilities	Your supervisor	
Complete mandatory Information Technology Security Awareness Training	<a href="http://workplace.epa.gov/elearning.html">http://workplace.epa.gov/elearning.html</a>	
Set up voice mail on your office phone	Your administrative point of contact	
Obtain office keys (if applicable)	Your administrative point of contact	
<b>WITHIN YOUR FIRST 30 DAYS</b>		
Work with your supervisor to develop and sign your performance plan (must be done within 30 days)	<a href="http://intranet.epa.gov/ohr/careers/ses/">http://intranet.epa.gov/ohr/careers/ses/</a> <a href="http://intranet.epa.gov/ohr/policy/pars/index2.htm">http://intranet.epa.gov/ohr/policy/pars/index2.htm</a>	
Prepare an Executive Development Plan (required for career Senior Executive Service members)	<a href="http://intranet.epa.gov/ohr/careers/ses/">http://intranet.epa.gov/ohr/careers/ses/</a>	
Enroll in Leave Bank Program (voluntary)	<a href="http://intranet.epa.gov/ohr/benefits/leavebank/">http://intranet.epa.gov/ohr/benefits/leavebank/</a>	
Review your leave and earning statement to make sure it is accurate	<a href="http://www.employeeexpress.gov">www.employeeexpress.gov</a>	
Review the EPA policy on anti-harassment	<a href="http://intranet.epa.gov/civilrights/index.html">http://intranet.epa.gov/civilrights/index.html</a>	
Review the EPA policy on equal employment opportunity (EEO policy)	<a href="http://intranet.epa.gov/civilrights/index.html">http://intranet.epa.gov/civilrights/index.html</a>	
Review responsibilities regarding government property	<a href="http://intranet.epa.gov/oa/rpss/property/index.htm">http://intranet.epa.gov/oa/rpss/property/index.htm</a>	
Review the Office of Special Counsel's information on whistleblowing and confidential disclosures	<a href="https://osc.gov/Pages/DOW.aspx">https://osc.gov/Pages/DOW.aspx</a>	
Review the Office of Special Counsel's information on prohibited personnel practices	<a href="https://osc.gov/Pages/PPP.aspx">https://osc.gov/Pages/PPP.aspx</a>	
<b>WITHIN YOUR FIRST 60 DAYS</b>		
Submit form to the Executive Resources Division for health insurance coverage if electing	<a href="https://www.opm.gov/healthcare-insurance/healthcare/enrollment/">https://www.opm.gov/healthcare-insurance/healthcare/enrollment/</a>	
Submit form to the Executive Resources Division for life insurance coverage if electing	<a href="https://www.opm.gov/healthcare-insurance/life-insurance/enrollment/">https://www.opm.gov/healthcare-insurance/life-insurance/enrollment/</a>	
Submit Thrift Savings Plan forms to the Executive Resources Division	<a href="https://www.tsp.gov/index.html">https://www.tsp.gov/index.html</a>	
Enroll on-line for federal long term care if electing	<a href="https://www.ltcfeds.com/">https://www.ltcfeds.com/</a>	
Enroll on-line for federal dental or vision insurance if electing	<a href="https://www.benefeds.com/">https://www.benefeds.com/</a>	
Enroll on-line for flexible spending accounts if electing	<a href="https://www.fsafeds.com/">https://www.fsafeds.com/</a>	
Submit designation of beneficiary forms to the Executive Resources Division for unpaid compensation, retirement, life insurance, and Thrift Savings Plan (as appropriate)	<a href="http://intranet.epa.gov/ssc/epa_employees/empl_benefits/beneficiary.htm">http://intranet.epa.gov/ssc/epa_employees/empl_benefits/beneficiary.htm</a>	
Access your electronic official personnel folder (e-OPF) to review your personnel documents	<a href="http://intranet.epa.gov/ohr/benefits/eopf/index.htm">http://intranet.epa.gov/ohr/benefits/eopf/index.htm</a>	
Review EPA's procedures on representing the agency on-line using social media		

WITHIN YOUR FIRST 90 DAYS		
Complete mandatory training for new employees on: <ul style="list-style-type: none"> <li>- Anti-harassment procedures</li> <li>- Continuity of Operations Awareness</li> <li>- Ethics</li> <li>- Freedom of Information Act Awareness</li> <li>- Records Management</li> <li>- The No Fear Act</li> <li>- The U.S. Constitution</li> <li>- Workplace Safety</li> <li>- Other courses as identified on EPA's learning management website</li> </ul>	<a href="http://workplace.epa.gov/elearning.html">http://workplace.epa.gov/elearning.html</a>	
WITHIN YOUR FIRST SIX MONTHS		
Complete mandatory training for new employees on: <ul style="list-style-type: none"> <li>- Scientific Integrity</li> <li>- EPA Climate Change Adaptation Introductory Training</li> <li>- Introduction to Environmental Justice</li> <li>- Environmental Management Systems</li> <li>- Safety and Health Management Systems</li> <li>- Working Effectively with Tribal Governments</li> <li>- Other courses as identified on EPA's learning management website</li> </ul>	<a href="http://workplace.epa.gov/elearning.html">http://workplace.epa.gov/elearning.html</a>	
Meet with your supervisor to discuss your performance	Your supervisor	